

SUPERINTENDENT OF JAIL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the primary responsibility of which is the management of the jail facility. The Superintendent of Jail provides for the security of the facility and for the maintenance of the facility and equipment, in addition to supervising and assisting subordinate employees in handling prisoners assigned to the jail facility. The employee of this class also oversees the booking procedures, maintains records and reports of jail activity, provides for the needs of the prisoners, and maintains an inventory of supplies for the operation of the jail. Employees of this class receive specific instructions for most duties, but have authority to work independently in certain designated areas. This class reports to and has work reviewed by the Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility. Provides for the preparation and maintenance of jail records and reports by personally completing records and reports and by reviewing records completed by subordinates. Coordinates the work of the jail with related federal, state, and local agencies, releasing information and giving assistance when needed.

Oversees and assists in the booking procedure for all prisoners brought into the jail facility. Searches prisoners, secures all personal property, provides for the photographing and fingerprinting of arrested persons, ensures that prisoners understand their rights and are allowed to make telephone calls when permitted by procedure.

Informs subordinates of changes in regulations, laws, technical developments, or new department policies. Inspects appearance of subordinates, and assigns duty areas or work schedules. Provides training for new jail employees. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinate employees.

Maintains all necessary safety precautions in and around the jail facility. Searches jail cells, and other jail areas, or inmate's person to discover and seize contraband items. Operates security devices such as cameras, monitors, or manual

or automatic locks.

Supervises prisoners in the cleaning of the jail facility. Orders food for prisoners and supervises inmates during serving of meals. Distributes clothing to inmates. Provides for medical needs of prisoners by checking medical records and administering medicine or by calling physician if any prisoner needs medical attention.

Inspects all packages and mail to prisoners to confiscate any contraband. Accompanies inmates to court, to medical facilities, or to other correctional institutions. Supervises prisoner "trustees" who are assigned to work outside the jail facility. Oversees the recreational and rehabilitation activities for prisoners.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Jailer for a period of at least three (3) years immediately preceding the closing date for application to the board.

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